

28 June 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Management of Supergrade Personnel

STATINTL REFERENCE : [REDACTED] Management of Supergrade Personnel

In response to your request it is recommended that the Chief, Transactions and Records Branch, Control Division be instructed to include the following statement in the Remarks section on all Notifications of Personnel Action (SF 1150) affecting supergrade employees. This will ensure awareness of this fundamental aspect of Agency policy in connection with official personnel actions affecting supergrade personnel.

"It is Agency policy that an employee will hold supergrade rank for such time as the Director may determine, regardless of the nature of the duties performed."

STATINTL

Chief, Review Staff

CONCUR: STATINTL

Deputy Director of Personnel  
for Plans and Control

*28 June 72*  
Date

APPROVED:

STATINTL

*R.H.*

Director of Personnel

*3 July 72*

Date

ILLEGIB

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Management of Supergrade Personnel

| FROM:  |              |           | EXTENSION          | NO.  |
|--|--------------|-----------|--------------------|--|
|  | RECEIVED     | FORWARDED | OFFICER'S INITIALS | DATE   |
| Chief, Review Staff<br>626 C of C                    |              |           | 3465               | 28 June 1972   |
| TO: (Officer designation, room number, and building) | DATE         |           |                    | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)  |
| 1. Chief, Control Div<br>636 C of C                  | 28 June 1972 | RKT       |                    | By note to D/Pers on 16 June the DDS advised that the ExDir had approved such action.  |
| 2.   |              |           |                    | STATINTL   |
| 3. DD/Pers/P&C<br>626 C of C                         |              | 6/28      | JFM                |  |
| 4.   |              |           |                    | ✓ Chief, Review Staff  |
| 5. Director of Personnel<br>5 E 56 Has               |              | 1972      | RKT                | 3-5 In view our discussion yesterday we believe a rather low key approach is indicated. This would get a little better coverage beyond just promotion actions. |
| 6.   |              |           |                    |  |
| 7. DD/Pers/P&C<br>626 C of C                         | 5 JUL 1972   | 7/5       | RKT                |  |
| 8. C/Review Staff                                    | July         | IT        |                    | 8- I assume you do not want to cite the appropriate Reg? RKT   |
| 9. <del>C/CDP</del>                                  |              |           |                    |  |
| 10.  |              |           |                    |  |
| 11. <i>See → Please file</i>                         |              |           |                    |  |
| 12.  |              |           |                    |  |
| 13.  |              |           |                    | 7 - Approval w/ 5% changes. RKT  |
| 14.  |              |           |                    | 8-9 Bob,<br>For your action. Note<br>D/Pers wants to include Reg reference   |
| 15.  |              |           |                    |  |